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APPLICATION FOR MEMBERSHIP in the CAREER STAFF of the CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a caréer with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry cut this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTRUGENCE AGENCY APPROVED, TO TAKE EFFECT 4 MAR 1960

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

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24- BUINNARY OF CARETE PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

28. IDENTITY OF OTHER DOCUMENTS BHICH SHOULD BE REVIEWED IN DETAIL

26 - ADDITIONAL INFORMATION

27. DATE REVIEWED 22. PROFILE REVIEWED BY 23 Nov 1964 mrd

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FJTT 10,374, 31 May 63

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SECTION 8 PERFORMANCE	E EVALUATION	-
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P - Proficient Performance is more than satisfactory. Desired	d results are boing produced in a proficient manner,	- 7.
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List up to six of the most important specific duties performed duri manner in which employee performs EACH specific duty. Conside with supervisory responsibilities MUST be rated on their ability to	r ONLY effectiveness in performance of that duty. A	li employee
PECIFIC OUTY NO. 1		RATINO
As Station Cashier, responsible for the dail cash (Japanese yen, U. S. dollars, MPC).	ly receipt and disbursement of	P
PECIFIC DUTY NO. 2		RATING
Consolidates all Station cash transactions to daily.	o one voucher and verifies balance	P
PECIFIC DUTY NO. 3		RATING
i		LETTER
Summarizes all Station transactions for off- tures into monthly accountings and maintain		P
PECIPIC DUTY NO. 4	s appropriate substantly records,	MATING
Polices individual housing and vehicle advan	ce accounts and audits related	LETTER
eccountings.		P
PECIFIC DUTY"NO. 8	,	RATING LETTER
Naintains statistical records on all private a ost center.	rentals by individual house and	P
PECIFIC DUTY NO. 8		RATING
		LETTER
erforms other related duties as assigned by	y the Finance Officer.	P
OVERALL PERFORMANCE	IN CURRENT POSITION	
ske into account everything about the employee which influences	his affectiveness in his current position such as per-	LETTER
rmance of specific duties, productivity, conduct on job, cooper rricular limitations or tolents. Based on your knowledge of emp ace the letter in the rating box corresponding to the statement whi	lavee's overall performance during the reting period	P
20 100 1963	77.71	

FORM 45 OBSOVETE PREVIOUS EDITIONS

SECRET ...

Projected from particular determining and destanting

TION C	NARE

Indicate significant strangths of weaknesses demonstrated in current position teaping in proper paragraph their relationship to everall performance. Site suggestions made for improvement of work performance. Give recommendations to crising, Commercan teaping of the commendations of the crising of the commendations of the current position. Amplify of explain retings given in Section 8 id retired best basis for determining future personnel action. Manney of performance of management or surphy sory duties must be described, if applicable.

3 38 PH 883

Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a competent manner and has shown a marked interest in learning all facets of his job. Subject at times gives the impression (whether warranted or not) of being uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this impression.

SECTION D	CERTIFICATION AND C	COMMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A	B, AND C OF THIS REPORT
DATE	SISHATURE OF EMPLOYEE	•
21 May 1963	/S/ James B. Wilcott	
2.	BY SUPERVISOR	
WONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOW!	NOITANAIRE, GIVE EXPLANATION
33		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Finance Officer	/S/ Clerence Norment III
<u> </u>	BY REVIEWING OFFI	CIAL
COMMENTS OF REVIEWING OFFICE	AL '	
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Concur in the	evaluation.	•
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1187 47 M		A STATE OF THE STA
10.00		
	•	•
DATE	OFFICIAL TITLE OF REVIEWING OFFIC	AL TYPED OR PRINTED NAME AND SIGNATURE
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21 May 1963	Adm Officer	/S/ Douglas S. Trabue

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4. SUMMARY OF CAREER PREFERENCE	E OUTLINE AND/OR FIELD REASSISHMENT GUEST	1015 6186
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FITNESS REPORT	•	025798
SECTION A	GENERAL	
1. HAME (Legt) . (First) (Middle).	the same of the sa	4. GRADE, 19. 50
Wilcott, James B., Jr.	27 Sep 31. M	GS-07 SF
Fiscal Acct Asst	DDP/WH/C	JAWAVE
P. CHÉCÁ (X) TYRE OF APPOINTMENT	10. CHECH (X) TYPE OF REPO	R. T.
CAREER RESERVE TEMPORARY	INITIAL	MEASSIGNMENT SUPERVISO
CAREEN-PROVISIONAL (See instructions - Section C)	ANNUAL	NEADSIGNMENT EMPLOYEE
SHECIAL (Specify):		esignation
11: DATE REPORT DUE IN O.P.	26 Apr 65 - 15	
SECTION B PERFORMA	ANCE EVALUATION	
W - Weak Performance ranges from whally inadequate positive remedial action. The nature of the probation, to reasignment or to separation A - Adequate Performance meets all requirements. It is a excellence.	o action could range from counseling n. Describe action taken or propose	, to further training, to placing on d in Section C.
P - Proficient Performance is more than satisfactory. De	sired results are being produced in a	proficient manner.
5 - Strong Performance is characterized by exceptions	•	
O - Outstanding Performance is so exceptional in relation to others doing similar work as to warrant spe-	o requirements of the work and in co- cial recognition.	mportson to the performance of
SPEC	CIFIC DUTIES	
List up to six of the most important specific duties performed manner in which employee performs EACH specific duty. Cons with supervisory responsibilities MUST be rated on their abilit	sider Otil Y effectiveness in perform	once of that duty. All employees
commercial payrolls involving approach and verifies all salary checks. for payrolling pecific duty No. Maintains both overt confiles, etc. for staff employees, and agents. Maintains leave reconfined all staff personnel pecific duty No. Responsible for timely and preparation of the quarterly is Security tax returns of the cover pecific duty No. Initiates dispatches are deductions of staff employees, staff and agents pecific duty No. 3	roximately 200 perso An accounting machin ommercial and covert staff agents, contracted for WAE contract payment of monthly Federal Withholding companies and cables to Headquartaining to pay, leave	pay records, EATING RATING RAT
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PECIFIC DUTY NO. 6	•	RATING LETTER
OYERALL PERFORMA	NCE IN CURRENT POSITION	
ake into account everything about the employee which influence of specific duties, productivity, conduct on inh, contributed in the relation of the statement acceptable to the statement occurrence to the statement occurrence.	operativeness, pertinent personal t employee's overall performance du	roits or habits, and
With the	Thought the	

1234 45

SECRET

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6 July 1966

HARRATIVE COMMENTS

Indicate significant strengths as meahnesses demonstrated in current pasition keeping in proper paspective their relationship to overall performance. State suggestions made for improvement of noth performance: Give & AUC (ip page 19, your, ng. Comment on foreign lancourse conserence, it required for current position. Amplify or explain ratings given in Section 100 bloomed boss basis for determining home personnel action. Minister of performance of managerial or supervisors duties and cost consciousness in the use of personnel; space, equipment and funds, must be commented on, it applicable. If Stranspace is needed to complete Section C, amount a separate sheet of paper.

Puring the period Subject was in charge of the Payroll Section at JUNAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion thind being in charge of a section relieved him of the oncrous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

SECTION D	CERTIFICATION AND COM	4CU 12
1.	BY EMPLOYEE	
1	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
months employee has been under my supervision 12 months	Subject departed the this Report.	EMPLOYEE, GIVE EXPLANATION Station without seeing
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 Jun 1966	Chief, Finance Branch	/s/ H. Robert Graham
3,	BY REVIEWING OFFICIAL	
and before the	resigned and departed the ere was an opportunity to	
* •	•	

SECRET

Deputy Chief for Support | /s/ William A. Jewett

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

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		FITHE	SS REPORT		ŧ	. •	1	SERIAL NUMBER
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II. DATE REPOR	T DUE IN O.P.	ASAP '	-	1-	1 Cct. 190		-	5
ECTION B			PERFORMANC					
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A - Adequate	Performance me excellence.	eets all rèqu	irements. It is entir	ely sat	isfactory and I	s charactori	zed neithor b	y déficiency nor
P · Preficient	Performance is	more than s	atlafactory. Desired	result	s are boing pro	odučed in a s	preficient ma	nner.
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nonner in which e	implayee purform responsibilities !	s EACH spo-	uties performed durir cific duty. Consider Mon their ability to	ONLY	effectiveness	in performa	nce et that'd	uty. All emplo, ees
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PECIFIC DUTY N	p. 2							RATING
Recon	ciling Tax	and Reti	rement Account	ts				P
ECIFIC DUTY NO), J							RATING
Compu	ting Staff	and Care	er Agents' Pay	and	Allowance	es	-	P
ECIFIC DUTY NO), 4							RATINS LET ER
Condu	cting Lisis	on with	our Division 1	egar	ding Payro	oll matte	ers.	P
ECIFIC DUTY NO	. 3		· .					RATING
Prepai	ring Corres	pondence			•		•	A
ECIFIC DUTY NO	. •					 ;		RATING
		_		_				LETTER
Maintaining Leave records and Agents' Pay Files							P	
		OYERALI	PERFORMANCE	IN C	JREENT PO	NOIT12		
oke and account everything about the employee which influences his effectiveness in his current position such as per- ormance of specific duties, productivity, conduct on ind, concentrations st, perfinent personal mains or babins, and orts, like limitations or talents. Based on your knowledge of employee's averall performance during the rating partoot,						lens .		
K*: "AY "9555"	the rating box so	era spanding	to the statement who	ch mos	accurately re	fiects his la	sel of perfer	nonce.

SECTION C'. NARMATIVE COLMENTS

SECTION D

Indicate algorificant attempths or meaknesses compostrated in current position keeping factorages personalise their relationship to average for improvement of wink performance. Give recommendationalise training. Combon on foreign language corruptions, it required for current position. Any life of explaint airings given in Socialists to receive be a basis for determining future personnel action. Assiste of performance of minagerial or supersystem for the impaction of performance of minagerial or supersystems of the industries of performance of minagerial or supersystems.

In the six months that Mr. Wilcott was assigned to the Staff Agenta. Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very acceptative and dependshie.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

[].	BY EUPLOYEE
	I CERTIFY THAT I HAVE SELDI SECTIONS A, II, AND C OF THIS REPORT
DATE	SIGNAT LAZ OF EMPLOYER
30 April 1965	
2.	BY SUPERVISOR
WONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BLEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for FCS prior to this date.
DATE	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Acets, Sec. JOSETH H. RUBSCH
3.	BY REVIEWING OFFICIAL
I cc	oncur.
٠ , ١	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE
30 April 1955	Chief, Commensation and Tan Live Sturmy is Strickland

CERTIFICATION AND COMMENTS

SECREY

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Suil	025793	NUMBER			
SECTION A	C	EHERAL			
1. NAMÉ	(Lest) (First) (Middle) Wilcott, James B. Jr	27 Scp 31	M	GS-07 SF	
4. OFFICIAL POS				CURRENT STATIO	N .
	Piscal Acct Asst	DDP/FE/Jito		Tokyo	1. 8
	PE UP APPOINTMENT	10. CHECK (X)	TYPE OF REPORT	•	
X CAMEEN	I PERENTE TEMPORARY	INITIAL		REASSIGNMENT	
	egyision AL (šee instructions - Section C)	X ANNUAL		REASSIGNMEN.	EMPLOVE
SPECIAL (S			(Specify):		
II. DATE REPORT	Aum Gr		963 - 30 Ju		
SECTION B		E EVALUATIO	N		
A - Mequate P - Proficient S - Strong O - Outstanding	positive remedial action. The nature of the ac probotion, to reassignment or to separation, Performance meets all requirements, it is enti- escellence. Performance is more than satisfactory. Desire Performance is characterized by exceptional p Performance is so exceptional in relation to re-	Describe action to irely satisfactory of direcults are belo reficiency.	ken or proposed and is characteri g produced in a p	in Section C	ency nor
	others doing similar work as to warrant specia				,
	SPECIF	IC DUTIES			
nonner in which e	he most Important specific duties performed dur refloyee performs EACH specific duty. Considences esponsibilities MUST be rated on their ability to	W CHLY effective	ness in performa	nce of that duty. All	
As Static	n Cashier, responsible for the case yen, U.S. dollars, MPC).	izilý receip	t and disbu	rsement of	P
Pecific butv wo (ionsolida balance dail	tes all Station cash transaction	ns to one voi	icher and w	erifies	PATING
	s ell Station transactions for contally accountings and maintains				RATING
Polices in accountings.	.4 maividual housing and vehicle so	vence accoun	its and audi	ts related	P P
Meintains cost center.	statistical records or private	rentals by i	ndividual h	ouse and	RATING LEFFER P
ECIFIC DUTY NO.					WATING
Advices 11	Y travelors of their entitlements related duties as assigned by			ouchers, end	D
	OVERALL PERFORMANCE	E IN CURRENT	POSITION		
irmance of specifi irticular limitation	everything about the amployee which influences ic duties, productivity, conduct on 105, conce is or tolents. Based on your knowledge of em he rating box corresponding to the statemens with	his affectiveness rativeness, person ployee's overall p	In his curtant potent potent porsones tra	its or hotits, and it	RAY NE LETTLA
, 15 JUL 19					

FORM AT GASCLETA A PRIVIOUS A DITIONS

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NARRATIVE COMMENTS SECTION C overall performance, and surprise to provide the current position. Amplify or explain ratings given in Dection is to provide under the language competence, it requires for current position. Amplify or explain ratings given in Dection is to provide under the basis for determining future personnel oction. Manner of performance of managerial or surer gray future for the fail of Subject had performed his duties in a competent manner, Euchernites hase summ of money with few errors, and maintains the necessary statistical records. - Cost consciousness and management of organization assets does not apply to this position. CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT SIGNATURE OF EMPLOYEE 9 Jun 61 /s/ James Wilcott BY SUPERVISOR MONTHS EMPLOYER HAS MERN UNDER MY SUPERVISION AS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED HAME AND SIGNATURE Finance Officer 9 Jun 64 /s/ Frank Wells BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL Subject has held the position of Finance Disbursing Officer since his arrival at Tokyo Station in May 1900. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due

to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been scheduled for finance training upon his return to Headquarters in July 1964.

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRIVITED NAME AND SIGNATURE /s/ Jack Randall 7 Jun 0: Finance Officer

. SECRET .

المراجعة المناجعة

FJTT 10,374, 31 May 63

منتنب أرخستند	3,4	Canal P	11101	10)			
کر	: · · · · s	TITNESS REPORT				EMPEQUE SERIAL	
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I. HAME		Firet) (Middle)	1	TE OF BIRTH	3: 3C H	4. 0#402 3. 50	
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. P. CHECK (B) TY	PE OF APPOINTMENT		۔ نشدہ	HE CH (R) TYPE	OF REPORT	Tokyo	
CAREER	AESERVE .	TEMPORARY		INITIAL		REASSIGNMENT	SUPERVISOR
CAREER	POVISIONAL (See metre	ettané - Section C)	X	ANNUAL		RE 43314NUENT	EMPLOYER
. SPECIAL IS	presty):	• 1		SPECIAL (SINC	(ly):		
II. DATE REPORT	ĐƯỂ IN O.P.	1.89	^	PORTING PER		**	•
SECTION B	,	PERFORMANC	4	Jul 62 -	30 Jun 6	3'	
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W - Wook	pasitive remedial ac	from wholly inadequate to s tion. The nature of the écti nment, or to separation; Di	on cou	ld range from c	ounseling, t	a further training, to	
A - Adequete	Performance meets a excellence.	il requirements. It is entire	aly sat	isfactory and i	s characteri	red neither by defici	ncy nor
P . Proficient	Performance is more	than satisfactory. Desired	en sült	s aro being pro	Juced.In o p	roficient mannar.	
5 - Strong		ictorized by exceptional pro		-	**,		
O - Outstanding		ceptional in relation to req work as to warrant special:			and in com	parlson to the perform	to esnor
	-	SPECIFI					
						In the second se	
manner in which ei	mplayes performs EAC	cific duties performed durin IH specific duty. Consider be rated on their ability to	ONLY	offectiveness	In performa	nce of that disty. All	
SPECIFIC DUTT NO), I						RATING
As Station C	Cashier, respo	nsible for the dail	y re	ceipt and o	disburse	ment of	
cash (Japan	ese yen, U. S.	dollars, MPC).	•	•			P
PECIFIC DUTY NO	, 2 _.						PATING
Concolidates	all Station on	sh transactions to	one	vouchon s	nia vanil	fice balance	
daily.	an Bullion ca	ish transactions to	one	voucher a	niu veru	iles balance	P
MALLY.						···	I RATING
PECIFIC BUTT NO	. •						LETTER
Summarizes	all Station tra	unsactions for off-	base	housing a	nd vehic	cle expendi-	
tures into m	onthly account	ing s a nd maintains	sapp	ropriate s	subsidia	ry records.	P
PECIFIC DUTY NO	, 4	• ,					HATING LETTER
Polices indiv	vidual bousing	and vehicle advan	Ce 94	counts on	d audite	related	
accountings.	ridant Housing		cc a	counts un	u natato	2 CINICU	P
			· ·				RATING
PECIFIC DUTY NO.			-			_	LETTER
Maintains st	atistical recor	ds on all private r	enta	ls by indiv	ridual ho	ouse and	
cost center.						•	P
PECIFIC DUTY NO.							RATING
Performs of	er related dut	ies as assigned by	the	Finance C	Officer.		P
	OV	ERALL PERFORMANCE	IN C	URRENT POS	ITION		
al a late account	was with long a bassis sha -	mplayee which influences h		ctivanasa ie bi	a current co	sition such as cer-	LETTLA
ormance of specification	ie duties, productivit is or talents, Eusea i	ty, conduct on job, conjusti on your knowledge of empt onding to the statement whi	stivend cyan's	ss, particent (everall perfet	refernat tra mance duri	ils of Nabils, and ng the forms period,	P
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SECTION C	NARRA	TIVE COMMENT	<u> </u>	7	······································
Indicate significant strengths or			ه به هوم!مدجه ندشن دستندست	Titling time salation	hip to
everall performance. State surge	stions made for improvemen	et of work perforing	nce. Give recommenda	fional featherining. C	OIF REST
on foreign-language competence, basis for determining luture perso	if required for current positional action, Wanner of per	ton. Amplify or ex formance of monon	plain ratings given in t erial or suphivisory dut	pection is totrificide tas must be describe	t • • •
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	s conscientious, i				
	assigned him. Ho				
	s shown a marked				
Subject at time	s gives the impre	ssion (wheth	er warranted or	not) of being	•
. uncertain in his	s thinking, and he	does not alw	/a ys seem to ex	ercischis	•
	in reaching decision	ons, but he i	s striving tó er	adicate this	
impression.				•	
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ECTION D		ION AND COMME	N15		
	RTIFY THAT I HAVE SEEN		O C OF THIS PEPOPT		
ATE	SIGNATURE OF EMPLOYER				
21 May 1963	/S/ James B. Wil	ćott	•		
•	BY S	UPERVISOR			
MONTHS EMPLOYEE HAS BEIN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT	BEEN SHOWN TO E	MPLOYCE, GIVE EXPLA	NATION	
33		•			
ATE	OFFICIAL TITLE OF SUPE	RVISOR	TYPED OR PRINTED N	AME AND SIGNATUR	E
21 May 1963	Finance Officer		/S/ Clerence No	TYT	
21 PRY 1905		WING OFFICIAL	Apl creatence un	ement III	
OMMENTS OF REVIEWING OFFICIAL		· ·			
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Concur in the ev	valuation.	· . •			
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TE	OFFICIAL TITLE OF REVIE	WING OFFICIAL	TYPED OR PRINTED HA	ME AND SIGNATURE	
21 May 1963	Adm Officer	ļ	/S/ Douglas S		1

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SECTION A.			٠.	GE	NERA			_			
I NAME UTTO	(Las	James B.	Fret)	(Middle)	1 .	TO DE BIRTH 13.	2E 4	4. 68		9. 30	
	<u> </u>			`		27 Sept 31 📒	M	GS-	-6	SF	
6. OFFICIAL POSITION-TITLE						4 15. 4	IĞNMENT	ja: cu	RRENT	DITATE	N
		cct Asst.	2.5			E/Tokyo			Tok	yo_	
S. CHECK (X) TY	PE OF				10. C	HECK IN TYPE OF	REPOR	<u> </u>	, .		
CAREER	1	MESERVE	ـــــــ	TEMPORARY	1	INITIAL	 				PEUPERVISO
		DHAL (See Mistru	CTIONS	- Section C)	X.	ANNUAL		<u>. </u>	REAS	HIGHMEN.	TEMPLOVES
SPECIAL (1	SPECIAL SPECIES				<u> </u>	
11. DATE REPORT	T DUE !	M.O.P.			1	Apr. 61 - 30					
SECTION B				PERFORMANC	E EV	LUATION					
W · Weak A · Adequate	positi proba Perfo	ive remedial action, to reassig	lion. n me nl	shally inadequate to The nature of the act or to separation, D virements, It is entit	ion cou escribe	ld range from cou octión taken or j	naeling, worosed	to furi in Sec	her tra	zining, to	piccing on
P - Proficient			than	satisfactory. Desired	l result	s are being produ	red in a	walici	ant me	anner.	
S - Strong				ted by exceptional pr	~	• •			••••		
O - Outstanding	Parfo	rmance Is so ex	cepti	onal in relation to rec as to watrant special	juireme	nts of the work ar	id in com	pari 10	n to th	ne perfor	nance of
· · · · · · · · · · · · · · · · · · ·	Officers	aging similer	wera 1	SPECIF							
manner in which e	mploye	e performs EAC	H so	duties performed duri reific duty. Consider red on their chility to	CNLY	effectiveness in	performa	nce of	that 4	duty. Al	
SPECIFIC DUTY N	Q. 1										HATING
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cf cash.		2 0 0 p 0 1 1 2 2 2 3				·					P
ta vabile		~								~	
SPECIFIC DUTY N	0. 2			·····							RATING LETTER
Consolidate balance dai		l station o	ush	transactions	to on	e voucher a	d ver	lf1e:	3		P
PECIFIC DUTY NO	0. 3										RATINS
				ctions for off							LFTTLR
tures into	month	aly account	ing	and maintain	s app	ropriate sub	sidia	'y re	cord	ls.	S
PECIFIC DUTY NO	0. 4							-			LETTER
Polices ind	ividu	al housing	an.	l vehicle adva	ice a	ecounts and	audits	1.0]	ated	ı	1
accountings	•										S
PECIFIC DUTY NO											RATING
Maintains s	tatis	ticel reco	rds	on all private	ren	tals by indi	vidual	, hou	isə a	ınd	
cost center	•					•					P
				•							
PECIFIC DUTY NO											RATING LETTER
Performs ot	ber r	elated dut	ies	es assigned by	r the	Finance Off	rcer.				P
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•		OV	ERAI	L PERFORMANCE	IN C	URRENT POSIT	ION				
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Z CTION C	HARRATIVE CONMENT	rs
Indi ite significant strengths or a overall performance. State sugge on foreign language competence, basis for determining future perso applicable.	weaknesses demonstrated in current position kestions made for improvement of work performal if required for current position. Amolify or examined action. Mannet of performance of management of the contract of managements.	heeping in proper perspective their relationship to ince. Give recommendations for training. Comment plain ratings given in Soction B to provide best erial or sureristary duties must be described, if
given him. He has por experience or training	rformed capacity in a function f g, and has shown a marked inter large sums of money with few er	ling to accept all responsibility for which he had no previous rest in learning all facets of his rrors, and maintains the recessary
•		
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•		
SECTION D	CERTIFICATION AND COME	NTS
	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND	D C OF THIS REPORT
19 July 1962	James B. Wilcott /s/	
!. 40nths Employed has been Jnder my supervision	BY SUPERVISOR	MPLOYEE-GIVE EXPLANATION
UNDER MY SUPERVISION 25		
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Elwood Martin
	BY REVIEWING OFFICIAL	•
OMMENTS OF REVIEWING OFFICIAL		
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•	_	
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SECRET

TYPED OR PRINTED NAME AND SIGNATURE

Clarence F. Norment

OFFICIAL TITLE OF REVIEWING OFFICIAL

Finance Officer

DATE

17 July 1962

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the state of			Wilen	Fille	d.m)		, 177	et derig			
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SECTION A	16.76	Mary John	GEN	IERA	1						
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WILCON	I, James B			2	7 Sept 1	931		M		63-	25
SERVICE DESIGNATION		4				-		OFF/U	Y/BR-C	F ASSIGN	VENT
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	CER STAPP STATU	CEPER		ļ. 9.		1 1		OFREPO			
NOT ELIGIQUE	DECLINED	DENIED		1	- INITIAL REASSIGNMENT/SUPERVISOR						
10. DATE REPORT DUE IN		TING PERIOD			CIAL (Sreek	<u> </u>		NAME OF TAXABLE			
V 31 12100		60 to 31									
SECTION B		TION OF P			E OF SPE	CIFIC	DUTIE	S			. 7
List up to six of the most	Important specific	duties perfor	med durer	ng the	rating per-	os. Ins	ert ratir	a number	which	best desc	ribes the
List up to six of the most manner in which employed with supervisory responsi	performs EACH subilities MUST be re	pecific duty. Ited on their c	Consider bility to	ONL	raise imaica A effective	0055 ID 10 NUMB	performi ir of emp	once of ti	ngt dutj rervised	r. All em _l D.	oloyees
1 - Unsatisfactory	2 - Borely adequat	. 3 - Acce	ptable	4.0	ompetent	5 - Ex	cellent	6 - Sup	rior	7 - Outs	tending
SPECIFIC DUTY NO. 1"St	ation carlifer	respon-	RATING	SPE	CIFIC DUTY	NO. 4					RATINO
sible for the day	to day recei	pt and	NO!		lices in						4 25
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				<u></u>	cowiting						1.
SPECIFIC DUTY NO. 2			RATING		aric cuty: Intains		etion'	3	~1~ ~	n all	RATING.
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transactions for e	ff-base court	ing and	NO.	Par	·forms of	there's	eal at a	a dot		a	``
veniele experdatur Souleings and hair	res into ment! Tains appropri	ilv ac-			igned by						4
Tibeldinry records			_5			·		·			
SECTION C	EVALUATION O	F OVERAL	L PERF	ORM	ANCE IN C	CURRE	HT PO	SITION	<u>-</u>		
Take Into account everythi duties, productivity, condu- your knowledge all employe statement which most accu	ct on 100, cooperation	iv oness, perti ance Juring t	heat part	lono	traits or hol	5114, 201	ricular	fimitation	is or ta	lents. Bo	no ter
2 - Performan 3 - Performan 4 - Performan 5 - Performan	ce in many importer ce meets most required to clearly meets ba- ce clearly exceeds ce in every importer ce in every respect	iremonts but i sic requireme basic require it respect is	is deficie ints, ments, superior,			importa	In respond	octs.		RATIN NO.	8
ECTION D	,	DESCRIPTION	ON OF T	HE	EMPLOYE	E					
	ng boxes below, cho										
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JUSTPER OF ORDERCE

Stress triengths and weaknesses demonstrated in crient position. Infects suggestively made to an increase for improvement of his work. Give recommendations for his training. Describe, it appropriate, his potential for levelagation and the assuring greater as sponstricted. Amplify or explain, if appropriate, ratings given in SECTIONS B. C. and D to provide the test basis for determining future personnel actions.

Subject is conscientious, industrious, and willing to accept all responsibility given him. He has performed capably in a function for the Adhelbad' majorizations experience or training, and has shown a marked interest in lumining all facets of his jeb. He has handled large sums of money with few errors, and maintains the necessary statistical records in a competent namer.

Subject should strive to develop more confidence in himself and in his ability to perform the duties assigned him. His lack of assurance and his naiveté are sometimes disconcerting to those with whom he deals.

This report has then prepared in accordance with F.E. Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F	ECTION F CERTIFICATION AND COMMENTS							
1. BY FMPLOYFF								
I certify that I have seen Sections A, B, C, D and E of this Report.								
DATE	•							
3 May 1961	Joines B. Wilcott	(cSigned)						
2,	BY SUPERVISOR	·						
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	EMPLOYEE, GIVE EXPLAHATION							
8								
	IF REPORT IS NOT BEING MADE AT THIS TIM	E, GIVE REASON.						
EMPLOYEE UNDER MY SUPERY	ISION LESS THAN 80 DAYS	REPORT MADE WITHIN LAST 90 DAYS						
OTHER (Specify):								
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPER OR PRINTED NAME AND SIGNATURE						
3 Hay 1961		Elwood Martin						
3. BY REVIEWING OFFICIAL								
X I WOULD HAVE GIVEN THIS EM	PLOYEE ABOUT THE SAME EVALUATION.							
I WOULD HAVE GIVEN THIS EM	PLOYEE A HIGHER EVALUATION.							
	PLOYEE A LOWER EVALUATION.	·						
I CANNOT JUDGE THESE EVAL	UATIONS, I AM NOT SUFFICIENTLY FAMILIA	R WITH THE EMPLOYEE'S PERFORMANCE,						
COMMENTS OF REVIEWING OFFICIAL	L .	·						
A								
, in What	7							
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	BAUTANCIE UNA SUAN GETNING HO GRAYT						

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(When Filled In)

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SECTION A		` `	GEN	IERAL				-		
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S. SERVICE DESIGNATIO			-		-		PF/DIV	/ BR O	P 43310H	
SF.	Fiscal Jecous	stant Cle	rk	•		Ċ	come /	Fina	mr. Tin	ate
A . C1	REEN STAFF STATUS			0.	. 1	TPE OF	A HEILER			
Y NOT ELIGIBLE	WEMBER	DEFERR	: D'	INITIAL	J.AE	ATTIONN	ENT/80	PERVI	Q ****	
PENCING DECLINED DENIED . ANNUAL RESIGNMENT/EMPLOYL							` `			
IL DATE REPORT DUE I	N'O.P. 11. REPORT	ING PERIOD	-	SPECIAL (Specify	7)					
- 90 A-ril 1950 .	1 1:7 50	- 31 31	8 35							
SECTION B	EVALUAT	ION OF PE	REOR	ANCE OF SPE	CIFIC D	UTIES				
List up to six of the me menner in which employ- with supervisory respon	ee performs EACH spec	cific duty. C	ansidee	ONLY effectiven	idss in pa	rformanc	o of the	n duty.	. Allem	
1 - Unsatisfactory	2 - Borely adequate	3 - Acces	otable	4 - Competent	5 - Exce	lient 6	- Super	ior	7 - Out	tandina
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SECTION E

Street strengths and meakings as work. Give recommendations to spansibilities. Amplify a explaint future personnel actions.	s deinoristrated in current pasition. This training. Describe, it appropriate, ratings given in \$	Indicate suggestions made to employee for ingravaluant of but ore, his potential for development and for assuming grouper re- ECTIONS B, C, and D to provide the best basis for Josérmini
Subject has ac	cepted a field absignmen	t effective in June.
and not at all by the way in	conducive to disclosing	assigned is very repetitious his full potential. However, No. 2, it is felt that he will ties with a minimum of additional
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- 3	with the criteria set for	prepared in accordance with in Comptroller In- are designed to reflect
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SECTION F	CERTIFICATION AN	D COUNTRY'S
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18 amil 196.0	SIGNATURE OF EMPLOYEE	West h
2,	BY SUPERVI	SOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SH	OWN TO EMPLOYEE, GIVE EXPLANATION
12 Months		
	IF REPORT IS NOT BEING MADE AT	Andrew parameter of a contract of the contract
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	PLOYEE A LOWER EVALUATION	
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SECTION	E N	ARRATIVE DESCRI	PTION OF MANNER	OF JOB PERFORMANCE
sponsibiliti	ngm's and weakness recommendations! ies. Amplify or exp omel actions.	es demanstrated in cur or his training. Descr lain, if appropriate, ra	rent position. Indicate ibo, if appropriate, his p lings given in SECTION	suggestions made to employee for improvement of his patricial for development and for assuming greater re- S.B. C. and D to provide the best basis for determining
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IONTHS EUP: INDER MY SU	LOYEE MAS BEEN PERVISION	IF THIS REPORT HA	S NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
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A/O, Staff Employees Acets. Sect. Addie B. Levi-

March 20, 2039

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	FITNESS RE	PORT (P	art I) PERFORM	ANCE	
		INSTR	UCTIONS		
1			ions for completing this	-	
this evaluation to yo	our supervisor end sense	or officials.	express your evaluation. Organisation policy re	juires that	l you inform the tubords
nate where he stands strengths and weaknes	s with you. Completion uses. It is also organi	of the repo ention polic	rt can help you prepar y that you show Fart I of	e for a di this repos	iscussion with him of hi it to the employee excep
under conditions spec	afted in Regulation 20-	37). It is a	recommended that you treat ployee, it must be comply	d the entir	e form before completing
Jersonnel no later th	an 30 days after the ile	ite invicated	in item 8, of Section	A below.	
SECTION A.			ERAL		
TO MANE " ((E482)	,,,,	(Widdle)	F. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
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10. TYPE OF REPORT (Check one)	11 1917141		# [# T- SLP E 4 1 6 2 4	PREIAL	(Specify)
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SECTION C.	· · · · · · · · · · · · · · · · · · ·		E EVALUATION		
TRATING ON GENERAL PE					
his duties during the s	rating period. Compare	him CNLY with	eness with which the and h others doing similar wi nto account later in Sec	ork at a si	ng sated has performed natural level of respon-
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DIRECTIONS:			D***	
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b. Rote per	tormance on each ar	ecific duty consi	idering CNLY effectiveness in performance of chis apeculic di	ty.
c. For supr	rrvisors, ability to	supervise will a	always be sated as a specafic duty (do not sate as supervisors	the
d. Company	revien a secéntariré La como mont min	eriyj. Doganikia tha	individual being sated brib fithing gerigening the same dut	* **
similer	level of responsible	lity.		
e. Iwo and	avaduals with the	seme job title o	may be performing different duties. If so, afte them on dif	forer
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	e operation, in the			
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his work,	is diligent in	applying hier	solf to the job, he is very quiet by nasure	
and it is	colly on rare of	eassions that	he indulges in conversation unrelated to his	
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and the tree		s to bedeath be	Scoot, addressedd arett Ferensti one edderweit	
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of Agricul	iture School. :	ile has røde gr	reat progress in his assigned position in the	
Accounting	: Brunch.			
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SECTION D.		SULTABILITY FOR	A CAULTA AND IN C. COULTAILE.	
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SECRET PUH: - 27 DEC 55 NOTIFICATION OF PERSONNEL ACTION ೧೯೨ Hileatt, James & Jr. 025790 3. HATURE OF PERSONNEL ACTION S CATEGORY OF EMPLOYMENT RESIGNATION 11/29/65 REGULAR 7 COST CENTER NO. CHARGEASLE 8 CIC OR OTHER LEGAL AUTHORITY W TO CF PUNDS 6135 1164 0606 CF 10 CF 10. LOCATION OF OFFICIAL STATION P. ORSANIZATIONAL DESIGNATIONS DDP WH US FIELD WH/C JEMAVE DEP CHIEF OF STATION FOR OPERATIONAL SUPPORT FINANCE BRANCH JIMMIL II. POSITION TITLE 12 POSITION NUMBER 13 SERVICE DESIGNATION FISCAL ACCT ASST 1353 14. CLASSIFICATION SCHEDULE (GS, LB, etc.) IS OCCUPATIONAL SERIES 16. CRADE AND STEP IF. SALARY OR RATE 67 4 GS 0501.03 6830 18 REMARKS -SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 21. OFFICE CODING 25 DATE OF BIRTH 24 DATE OF SRADE 27 DATE OF LEE 19 ACTION 20 Emples 22 STATION , 22 INTEGREE 115 RETIREMENT BATA 33 SECURITY 29 SPECIAL 30. 31 SEPARATION 12 CORRECT: SM/CARCELLATION DATA REFERENCE REG BG 1600091 35. VET PREFERENCE 14. SERV. COMP DATE | 37 LONG COMP DATE 38 CAREER CATEGORY FEGLI / HEALTH INSURANCE O SOCIAL SECURITY NO ---..... RESE PROV -STATE TAY DATA PREVIOUS COVERNMENT SERVICE BATA 42. LEAVE CAT 43 FEDERAL TAS BATA 44 (094 FORD \$1804188 -0 747 STATE COS O NO PREVIOUS BENYICE FOR # ERECUTED . NO BREAK IN SERVICE SIGNATURE OR OTHER AUTHENTICATION

*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF DOT AS PROVIDED IN THE CIA ACT OF 1949.
AS AMENDED, AND ANDCI POLICY DIRECTIVE DATED N OCTOBER 1962.*

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME
SERIAL ORGN. FUNDS GROSTEP SALARY

01D NEW

025798 51 550 CF GS 07 4 \$ 6,650 \$ 6,890

2/cleatl, Jenne B

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ncs05/27	7/49	NOTIFICATION O	F PERSONNEL ACTIO	N ·	
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form 11508 1-63 MFG 1-63 Use Previous Edition SECRET

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CDADE			Per A	lnnum	Rate	s and	Steps			
GRADE -	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730		\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680		3,930	4,055				4,555	4,680	4,805
GS-3	4,005	4,140	4,275	4,410	4,545			4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5.875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7.070	7,290	7,510	7,730	7.950	8.170	8,390	8,610
GS- 9	7,220		7,710		8,200	8,445	8,690	8.935	9.180	9.425
GS-10	7,900		8.440	8,710	8,980	9,250		9,790	10,060	10,330
GS-11	8.650	8.945	9,240	9,535		10,125		10.715	11.010	11.305
GS-12	10.250	10.605			11.679	12,025	12,380	12,735	13.090	13,445
GS-13	12.075	12,495	12.915	13.335	13.755	14.175	14.595	15.015	15.435	15,855
GS-14	14.170	14.660	15.150	15.640	16.130	16.620	17.110	17,600	18.090	18,580
GS-15	16.460	17.030	17.600	18.170	18.740	19.310	19.880	20.450	21.020	21,590
GS-16										
GS-17										
GS-18										

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND OCT MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS.

GRON FUNDS

1 Serial No		3	None		3 Cost Center Number				LWOP	Hours
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5.		OLD SALARY RAT	ž .	6	اا	WEW SALARY RA	it .	7	TYPE A	
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SECRET (When Filled In)

OLS: 13 SEPT 63

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IN ACCOPDANCE WITH THE SECURSIONS OF PURLIC LAR - 87 - 787 AND DOL MEMORANDUM DATED - 1 EUGUST TOMA , SALARY IS ADJUSTED AS ECLLOWS, EFFECTIVE 14 OCTOBER 1942

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SERIAL CROM FUNDS GP_ST SALARY GR_ST SALARY

WILCOTT JAMES & JR 025798 56380 CF 06 4 5 5325 06 4 5 5545

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Mrs. 1.1.

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED

1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY

SF WILCOTT JAMES B JR 525798 51 71 GS-05 3 \$ 4,340 \$ 4,675

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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Committee : Insergerhighteen si p. 1. 32 - 419 Allohott attective a selective of is spis ison aboutful as falled

125798 GS-05-1 \$ 3,670 \$ 4,040 WILCOTT JAMES & JR

ASA CONTRACTOR OF PERSONNELLS

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IN LIFU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING FROM R-20-250

SD OLD SLOT NEW SLOT DATE NAME

125798 WILCOTT JAMES B JR SF 0305.02 305 01/12/59

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W.S. CITYL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

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FROM		- 1	1165-1		(ACCESSIONS ONLY)	CLAIMED PROVE
#EMARKS	750	u	Yes		4 Fair 1957	SIATE.
			`			
Subject to the sati	sinctory comple	tion of a	a grive	person	der one year.	
RC-135	present) combine	-		-		
03/GL/57						
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PSI due 03/07/58					and the second second second second	
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TRANCE PERFORMANCE RATING:						
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4. PERSONNEL FOLDER COPY

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				EMPLOYPE SERIAL	-UMBER
. "	FITHESS REPOR	Ť		025798	
SECTION A	and the same of th	GENERAL			
* FUNAME	(Bad) (Middle 1993) (Middle 1993)	. 4	ž.	GS-07 SF	
. OFFICIAL POS	Wilcott, James B., Jr.		I N		
	Acct Asst	DDP/WH/		JAWAVE	• .
	E OF APPOINTMENT		TYPE OF REPO	RT	
CAREER	TEMPORARY	MITIAL		REASSIGNMENT	-
CAREER-PE	OVISIONAL (See Instructions - Section C)	ANNUAL		REASSIGNMENT	EMPLOVE
BPECIAL (S	weight 200		(Specify): R	esignation	
II. DATE REPORT	DUE OLD.		65 - 15		
SECTION B	PERFOR	MANCE EVALUATION	MC		
W - Weak	Performance ranges from wholly inadequa positive remedial action. The nature of t probation, to reassignment or to separate	he action could range ion. Describe action t	tou conseling	, to further training, to d in Section C.	placing on
A - Adequate	Performance meets all requirements. It is excellence.	s entirely seristoctory	end is characte	riana neither by defici	ency nor
P - Proficient	Performance is more than sotisfactory.	Destrad results are bei	ng produced in a	proficient mannor.	
S . Strong	Performance is characterized by exception				
O · Quistanding	Performance is so exceptional in relation others doing similar work as to warrant s		work and in co	mparison to the perforn	nance of
		ECIFIC DUTIES	· · · · · · · · · · · · · · · · · · ·		
nanner in which ex	e most important specific duties performe playee parforms EACH executive duty. Co sponsibilities MUST per coredian their abi	onsider ONLY-effectiv	eness in perform	nance of that duty. All	scribes the
	'Lists, computes and v	''			RATING
commercia	l payrolls involving ap	proximately	200 perso	ns. Prepares	
and verif	ies all salary checks.	An accounti	ng machin	e is used	
					A
PECIFIC DUTY NO	lling. 'Naintains both overt	commercial a	nd covert	pay records,	RATING LETTER
files, etc	c. for stall employees,	stall agents	s, contra	cr embrokees	!
and agents		orus tor MAE	Contract	employees	W
RNO BILL S'	taff personnel Responsible for timel	y payment of	monthly	tax denosits	RATING
	ration of the quarterly	y payment of Federal Witl	holding	and Social	LETTER
Security	tax returns of the cover	r companies	moraring		Α
Field Stat	Initiates dispatches tions on all matters per of staff exployees, s	rtaining to p	pay, leav	e and payroll	RATING
and agents					RATING
PECIFIC DUTY NO.	•	1			LETTER
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ECIFIC DUTY NO.	•				RATING
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		ANCE IN CHOCK	T BOUTION		<u> </u>
•	OVERALL PERFORM	MANCE IN CURKEN	I PUSITION		RETING
rmance of specif	verything about the employee which influing during, productioning, conduct on job, is or talents. Based on your knowledge.	cooperativeness, pert	inent personal t	traits or habits, and	LETTER
oce the letter in t	he reting box corresponding to the statem	ent which most occura	tely reflects his	level of performance.	A
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basis for determining future personnel action. Mannée of performance of managerial or supervisor if applicable, 115 no 150cc 14 '66 in the use of personnel, space, equipment and funds, must be

During the period Subject was in charge of the Payroll Section at JMWAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the onerous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

	CERTIFICATION AND COM	AENTS			
1.	BY EMPLOYEE				
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT			
DATE	SIGNATURE OF ENPLOYEE				
2.	BY SUPERVISOR				
Subject departed the Station without seeing					
12 months	: this Report.				
PATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
17 Jun 1966	Chief. Finance Branch	/s/ H. Robert Graham			
1	BY REVIEWING OFFICIAL				
and before to					
		observe his performance.			

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`			:	FITNE	SS REPORT			V	EMPLOTEE:	ERIAL N	UMBER
l					.33 REFORT		•		025	798	
SECT	ION A					ENERA	L				
Is MA		(Loi		(Piret)	(Middle)		TE OF BIRTH	3. 9EX		a. 10	,
		WILCO		James	B, Jr.		Sep 1931	N.	GS-07	SF	
9. OF	FICIAL POS		nance A	.aciatea	•	. 1	CFD/CETA		B. CURRENT ! Wadh .	D. C	
.9. CH	. (x) Tv						HECK IN TYPE			, 5. 0	
-9. CHECK (X) TYPE OF APPOINTMENT - 19. CHECK (X) TYPE OF REPORT X CAREER RESERVE TEMPORARY INITIAL REASSIONMENT							-	UPERVISOR			
	CAREER-PI	ROVISIO	DNAL (See !	netructione	· Section C)		ANNUAL				EMPLOYEE
SPECIAL (Specify): SPECIAL (Specify):							•				
II. DA	TE REPORT	OUE I	N O.P.		•		EPORTING PER	-			
				ASAP		. 1	1 Oct. 196	54 = 25 I	lpril -1969	5	
SECT	ON B				PERFORMA	ICE EV	ALUATION				
M - W	<u>ē</u> ck	po siti	lve remedia	l action. 1	holly inadequate the nature of the arture of the arture of the arture.	ction co	ild range from a	counseling,	to further train	ning, to p	y requires ilacing on
	gedhate	excel	lence.		irements. It is m				•		ncy nor
-	roficient				attisfactory. Desi		• •	oduced in a p	voficient man	nor,	-
\$ • <u>\$6</u>					ed by exceptional	-	•				
0.0	Urstanding				nal in relation to s to warrant spec			ond in com	perison to the	periorma	ince of
					SPEC	FIC DU	TIES				
manner with su	in which a	mplaye espons	e performs	EACH spe	uties performed d cific duty. Consi id on their ability	der ONL'	diloctiveness	in performa	nce of that du	ry. All o	
3/2(17	IC DOTT NO	J. I			-	•					CETTER
	Analy	zing	Payroll	L Accour	its						P
PECIFI	C DUTY NO). ž									RATING
	Recond	cilin	ng Teax s	ınd Reti	rement Acco	ints					P
PECIFI	C DUTY NO	. 3			· · · · · · · · · · · · · · · · · · ·			•			RATING LETTER
	Comput	ting	Staff a	nd Care	er Agents' 1	ay and	l Allowance	es			P
PECIFI	C DUTY NO	. 4									RATING
	Conduc	ting	Liaisc	n with	our Division	regai	ding Payro	oll matte	ers.		P
											BARING
PECIFI	C DUTY NO.	. •								Ì	RATING LETTER
	Prepar	ing (Corresp	ondence			•		•	İ	, A
PECIFIC	DUTY NO.	. 6						:			RATING LETTER
	Mainta	inin	g Leave	record	and Agenta	Pay	Files				P
				OVERAL	L PERFORMAN	CE IN C	URRENT PO	MOLTIZ			
ormance	of specif	lic duti	ies, produc	he employe	e which influence duct on 100, 200 r knowledge of a to the statement	a hia off	ctiveness in h	is current personal tra	its or habits,	s per-	PATING LETTER

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OFFICE OF PERSONN

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping indicate perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendation the spanning. Comment of the spanning co

In the six months that Mr. Wilcott was assigned to the Staff Agents Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very cooperative and dependable.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

256 1:017 D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
1	CERTIFY THAT I HAVE SEEN SECTIONS A, B. AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE
30 April 1965	
2.	BY SUPERVISOR
MONTHS EMPLOYED HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for PCS prior to this date.
DATE .	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Accts. Sed. JOSEFH H. HUDSON
3.	BY REVIEWING OFFICIAL
: . •	ncur.
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL TIPES OF PRINTED NAME OND POSTUME
30 April 1965	Chief, Comrensation and Tax Div. Murray F. Strickland

- 2 (

					- 1 - / - /				
In	FITN	ESS REPORT	,			1	5798	RIAL NUMBER	
SECTION A	19114	GE	NERA	L					
1. NAME	(Last) (First)	(Middle)		TE OF BIRTH	3. SEH	4. GRA		3 0'	
`	Wilcott, James	B. Jr	1 '	Sep 31	M	GS-		SF	
4. OFFICIAL PO		· 44	7. 01	PIDIVIAR OF	ASSIGNMENT	e. cur	RENT ST	ATION	
	Fiscal Acet Assi			/fe/jko			rokyo		
9. CHECK (X) TYPE OF APPOINTMENT 19. CHECK (X) TYPE OF REPORT									
X CAREER	MESERVE .	TEMPORARY		INITIAL				MENTSUPERV	
	ROVISIONAL (Sée instructions	· Section C)	X.	ANNUAL			REASSIG	NMENT EMPLO	YEE
SPECIAL (-	SPECIAL (Spec					
11. DATE REPORT DUE IN O.P. 12. Aug 64 13. Aug 64 13. REPORTING PERIOD (Prom. (or) 1 July 1963 – 30 June 1964									
SECTION B		PERFORMANC	E EY	LUATION					
W - Weak A - Adequate P - Proficient S - Strong O - Outstanding	Performance rangus from a pasitive remedial action. probation, to reassignment Parformance meets all requirections. Performance is mura than Performance is characteris.	The nature of the act or to separation. Dufferents. It is entired activities at the second activities are second activities at the second activiti	ion cou o scrib oly sat I result oficien	ld range from a action taken isfactory and i s are being pro cy.	counseling, f or propased i is characteris aduced in a p	o furth In Secti zed nel proficie	or traini ion C. Ither by a int manna	ng, to placing deficiency nor	on
O - Our standing	Performance is so exception others doing similar work	ss to warrant special	recogn	ition.	and in com	pari son	to the p	performance of	
		SPECIF	C DU	TIES					
List up to all of the most important specific duties performed during the rating period. Insert rating letter which bear desmanner in which employee performs EACH specific duty. Consider QNLY, effectiveness in performance of that duty. All with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised). SPECIFIC DUTY NO. 1 As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen; U.S. dollars, EPC). SPECIFIC DUTY NO. 2 Consolidates all Station cash transactions to one voucher and verifies balance daily.						y. All employs	YG ER		
	s all Station transonthly accountings							ndi-	ia ER
Polices i accountings.	ndividual housing	and vehicle ad	rance	accounts	and audi	ts re	elated	P	d.
Naintains cost center.	statistical record	is or private r	enta	ls by indi	vidual h	ouse	and	P	2
Advises Tiperforms other	Of travelers of the er related duties a	ir entitlement is assigned by	s, an	dits the	travel ve	ouche	rs, e	nd P	2
	OVERAL	L PERFORMANCE	IN C	URRENT PO	SITION				4
ormance of speci articular limitation loce the letter in (everything about the employ lic duties, productivity, co ns or talents. Based on you the tating box corresponding	nduct on job, cooper at knowledge of emp i to like statemant whi	ativens loyae's ch mas	ss, partinent overall perfor t occurately re	porsònal trai rmanco durir	its or h	abits, a	nd priod, P	
1,5 JUL 19	64:	A A	-	A					

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SECTION C.	NARRATIVE COMMENTS	PFICE OF PENSONNE
Indicate significant attenuts or	aknesses demonstrated in current position keeping li	proper perspective their relationship to
averall performance. State success	ion's made for Improvement of work performance. Giv	e recommendations for training. Comme
on foreign language competence; if	required for current position. Amplify or explain rati	ing's given in Section. B to provide best
basis for determining future person	vel oction. Manner of performance of managerial ar s	about the A die dans property pod !!
opplicable.		A8 UN AA
	A S R COLLEGE OF THE	* * * * * * * * * * * * * * * * * * *

Subject has performed his duties in a competent mannor. Unapprofiled huge sums of money with few errors, and maintains the necessary statistical records.

Cost consciousness and management of organization assets does not apply to this position.

25C HOW D	CERTIFICATION AND CO)WWEH 12
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
9 Jun 64	/s/ James Wilcott	<u> </u>
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
23	- 1	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 Jun 64	Finance Officer	/s/ Frank Wells
3. COMMENTS OF REVIEWING OFFIC	BY REVIEWING OFFICE	IAL .
Tokyo Station in H previous experienc December He was gi- to his specialized facets of finance return to Headquart	ey 1960. He has performed we or training. With a realig wen the additional responsible work, he has not had the opposers. He has been scheduled.	sbursing Officer since his arrival at ll in a function for which he had no nment of the office workload in lity of processing TDY travel. Due ortunity to he trained in other for Finance training upon his
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	TYPED OF PRINTED NAME AND SIGNATURE
7 Jun 64	Finance Officer	/s/ Jack Rondall

Finance Officer

FJTT 10,374, 31 May 63

CONTENTIAL

ار		EITNI	ESS REPORT		•	•	EMPLQYEE	SERIAL N	UMBER
N							0257	98	
SECTION A				GENERA	L				
1. NAME	(Leet) /	(Firet)	(Middle)	2. 0	TE OF BIRTH	3. SER	4. GRADE	9. 80	
VIICO	TT, JAMES B. JI			9	7 Sept 31	M	GS-6	. SF	
. OFFICIAL PO	SITION TITLE			7. 0		SAIGNMENT	. CURRENT	STATION	
	L ACCT ASST				DDP/FE/JKO		To	kyo	
B CHRC (1) 94	PE OF APPOINTMENT		. 1		HECK (X) TYPE	0F BE BOD		77.70	
					<u> </u>	OF REPORT			
CAREER	NESERVE .		TEMPORARY		INITIAL .				SUPERVISO
The second secon	ROVISIONAL (See mail	MCT PORG	- Section C)	X	ANNUAL .		MEASS	IGNMENT	EMPLOYER
BPECIAL,					SPECIAL (Spec				
II. DATE REPOR	TIQUE IN O.P.		,	- 1	EPONTING PEN				
				<u> </u>	l Jul 62 -	<u> 30 Jun (</u>	33		
SECTION B			PERFORMA	HCE EV	ALUATION				
W - Weak	Performance ranges positive remedial a probation, to reassi Performance meets	ction. gn mon t	The nature of the or to separation,	Describ	ild range from c e action taken i	ounseling, to proposed	to further trai in Section C.	ining, to	placing on
- LIKELENGIE	excellence.	70.					-30	,	,
P - Proficient -	Performance is more	than i	iatisfactory. Desi	red resul	s are being pro	duced in a p	proficient ma	nner.	
5 - Strong	Performance is char	acteriz	ed by exceptional	proficien	cy.				
O - Outstanding	Performance is so e others doing similar					and in com	parlson to th	e perform	ance of
* *			SPEC	IFIC DU	TIES				
1.1-0 - 01 - 4	4.2	- > # > 1					1	h h	. 13
manner in which e	ihë,most Important sp imployee performs EA responsibilities MUST	CH spe	citic duty. Consi	der ONL	* affectiveness	in performe	nce of that d	uty. All	
SPECIFIC DUTY N	Oi 1,								RATING
As Station 6	Cashier, resp	neih	le for the d	illa rio	caint and	diebunge	mont of		LETTER
	ese yen, U. S				ceipt and	manar ac	ment of		P
PECIFIC DUTY N	0. 2							•	RATING LETTER
Consolidate daily.	s all Station c	ash t	ransactions	to one	voucher a	ınd veri	fles bala	nce	p
PECIFIC DUTY NO). 3					~			RATING
d	11 (01 - 11								LETTER
	s all Station tr								
tures into n	onthly accoun	tings	and mainta	ins apj	propriate s	subsidia	ry recor	ds.	P
PECIFIC DUTY NO	0. 4								RATING
		_						1	LETTER
Polices indi	vidual housing	and	vehicle adv	ance a	ccounts an	d audits	related	į	
accountings.								i	P
BECIEVA TURNING									RATING
PECIFIC DUTY NO	le ⊞					•			LETTER
Maintains st	atistical reco	ds o	n all private	renta	ls by indiv	vidual ho	ouse and		
ost center.								1	P
PECIFIC BUTY NO	i. 6							1	RATING
Performs of	her related du	ties :	as assigned	by the	Finance (Officer.			P
			L PERFORMAN					1	
									RATING
ormance of speci orticular limitatio	everything about the clic duties, productiving or tolents. Based the rating box corresp	on you	educt on job, coop is knowledge of a	perativeno mployee's	ess, pertinent (overali perior	personal tra Imance duri	its or habits, ng the rating	ond period	P
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	SECRET General Secretaria	
SECTION C	NARRATIVE COMM	ENGLA IN THE
Indicate significant strengths o overall performance. State sug an foreign language competence basis for determining future pe	or weeknesses demanstrated in current positing stions made for improvement of work perfore, if required for current position. Amplify in sonnel action. Manner of performance of m	tion keering in proper perspecialist their relationship to formance. Give recommendations 40 Orgining. Comment or explain ratings given in Section B to A Evide best canagerial or surphysory duties must be described, if
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		MAIL DO
responsibility manner and l Subject at tim uncertain in l	has shown a marked interest in nes gives the impression (who his thinking, and he does not a	formed his duties in a competent in learning all facets of his job. ether warranted or not) of being
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est.		
	•	•
ECTION D	CERTIFICATION AND COM	- /
	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	, MID C OF STIPS ON COLO
21 May 1963	/S/ James B. Wilcott	•
	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEIN	IP THIS REPORT HAS NOT BEEN SHOWN TO	O EMPLOYEE, GIVE EXPLANATION
PRDER MT SUPERVISION		
33		
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Finance Officer	/S/ Clarence Norment III
	BY REVIEWING OFFICIA	
OMMENTS OF REVIEWING OFFICE	IAL	The strategic of the strategic of the special contract of the strategic of
Concur in the	evaluation.	
9		. •
	•	
•		
ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

Adm Officer

/3/ Douglas S. Trabue

21 May 1963

CONFIDENTIAL

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FITNESS REPORT	Ţ		`:		ERIAL NUMBER
2 A A A A A A A A A A A A A A A A A A A				02	5718
SECTION A	GENERAL	E OF BIRTH	3. SEX .	4. GRADE 8	, 3D
WILCOTT, James B.	1	7 Sept 31	M	J	. Š F
6. OFFICIAL POSITION TITLE	7. OF	/DIV/BR OF A	BEIGNMENT	. CURRENT S	TATION
Fiscal Acct Asst.		/Tokyo		Toky	0 .
9. CHECK IX) TYPE OF APPOINTMENT	10. CH	ECK (X) TYPE	OF REPORT		
CAREER RESERVE TEMPORARY		INITIAL			NMENT SUPERVIS
CAREER-PROVISIONAL (See Instructions - Section C) BPECIAL (Specify):	- X	ANNUAL BPKCIAL (Spec	(fu)	1-2-3-10	-
11. DATE REPORT DUE IN O.P.	18. HE	PORTING PERI		p-)	
	1.7	Apr 61 - 3	0 June (32	
SECTION B PERFORM	MANCE EVA	LUATION			
W - Weak Performance ranges from wholly inadequal positive remedial action. The nature of the probation, to reassignment or to separation. A - Adequate Performance meets all requirements. It is excellence. P - Proficient S - Strong Performance is more than satisfactory. D Performance is characterized by exception	he action coulion. Describe s'entirely sati Postred results not profictenc	d range from co action taken o afactory and is are being prod y.	ounseling, t r proposed s characteri luced in a p	o further train In Section C. ted neither by roficient mann	ing, to placing or deficiency nor
O - <u>Outstanding</u> Performance is so exceptional in relation others doing similar work as to warrant sp			and in comi	orison to the	performance of
SPI	ECIFIC DUT	IES			
List up to six of the most important specific duties performed minor in which employee performs EACH specific duty. Cowith supervisory responsibilities MUST be rated on their abil SPECIFIC DUTY No. 1	nsider ONLY lity to supervi	effectiveness so (indicate nu	in performor	nce of that du playees superv	y. All employees
Station cashier responsible for the day of cash.	to day re	oeipt and	Olsours	ement	P
Consolidates all station cash transaction balance daily.	ons to one	vouch er	and veri	fies	RATING LETTER
Summarizes all station transactions for tures into monthly accountings and maint					
PECIFIC DUTY NO. 4 Polices individual housing and vehicle a accountings.	idvance ac	counts and	audits	related	RATING LETTER
PECIFIC DUTY NO. 5 Maintains statistical records on all pri cost center.	vete rent	als by ind	lividual	house and	RATING LETTER P
PECIPIC DUTY NO. 6					RATING
Performs other related duties as assigned	d by the l	inance Of	ficer.		P
OVERALL PERFORM	YNCE IN CIT	PRENT PAG	TION		
-					RATING
ake into account everything about the employee which influer prmance of specific duties, productivity, conduct on job, c urricular limitations or talents. Based on your knowledge of oce the letter in the rating box corresponding to the statemen	:coperativ ene : f employee 's	s, pertinant poverall perform	ersonal trai nance durin	its or habits, a ig the rating p	and pariod, P

SECRET . .

SECTION C	NARRATIVE COMME	NTS. Services
Indicate significant strongths overall performance. State su on foreign language competen basis for determining luture pr applicable.	or weaknesses demonstrated in current position ggastions made for improvement of work perfor ce, if required for current position. Amplify or or sonnel action. <u>Manner of performance of mar</u>	in keeping in proper perspective their relationship to mance. Give recommendations for training. Comment exploin ratings given; is Section 8 to provide best exploin ratings given; is Section 8 to provide best logerial or supervisory during must be described. If
given him. He has experience or train job. He han handle	performed capably in a function	lling to accept all responsibility for which he had no previous erest in learning all facets of his errors, and maintains the necessary
in the literature		
•		
• ;	•	
SECTION D	CERTIFICATION AND COM	MENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B.	AND C OF THIS REPORT
19 July 1962	James B. Wilcott /E/	
ONTHS EMPLOYEE HAS BEEN NOER MY SUPERVISION	BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Elwood Martin
	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWING OPFIC	HAL	
.		

SECRET

Clarence F. Norment

17 July 1962

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FITNESS REPORT			Em.	5 of	2 SER	74	IMB E F	1
SECTION A GE	NEDAL	•		3 6	- 5	1. 7	<u>o</u>	
1, NAME (Loot) (First) (Middle)	NERAL	7 M	3, 36	¥ .		14. g	RADE	
VILCOTT, James B	27 Sept 19			M		-1 "	S-0	
S. SERVICE DESIGNATION S. OFFICIAL POSITION TITLE	1 4 4 4 4 4 4		7. 05		/8R C	P ASS		
SF Fiscal Acct. Asst.					•	tati		
& CAREER STAFF STATUS	10.	77	PE OF R		-	, carer	·	
NOT ELIGIBLE WEMBER DEFENCED	INITIAL		BRIGHME			HOR		
PENDING DECLINED DENIES	MANNUAL	REA	SSIGNME	HT/EN	4PLOY	-		
10, DATE REPORT DUE IN O.P. 11. REPORTING PERIOD	SPECIAL (Specify)						
× 31 May 1961 27 May 60 to 31 Mar	Si.							
SECTION B EVALUATION OF PERFOR		CIFIC DU	TIES					
List up to six of the most important specific duties performed dur manner in which employee performs EACH specific duty. Consider with supervisory responsibilities MUST be rated on their ability t	ing the rating perion ONLY effectiven	d. Inseri i ess in peri	oting au	inber of the	which at duty protect	best d y. Ali D.	empi	bes the byees
1 - Unsatisfactory 2 - Baraly adequate 3 - Acceptable	4 - Competent	5 - Excell	en) 6 -	Super	ior	7 - 0)ut sta	nding
sible for the day to day receipt and	Polices in	lividual					cle	RATING NO.
disbursement of cash.	accounting		and au	dits	rel	eted.	'	4
SPECIFIC DUTY NO. 8 RATING	SPECIFIC DUTY N	0. 8						RATING
Consolidates all station cash transac-	Maintains s		cal r	ecor	ds c	n al		NO.
tions to one voucher and verifies .	private ren	tals by	indi	vidu	al h	ouse	_	
balance daily. " "	and cost ce	nter.					- 1	4
SPECIFIC DUTY NO. 3 SUMMAPIZES All station RATING							-	BATING
transactions for off-base housing and	Performs ot	hom mol	n+ 0d (3.s+4.		_		NO.
vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.	assigned by							4.
SECTION C EVALUATION OF OVERALL PER	FORMANCE IN C	URRENT	POSITI	ON .				
Take into occount everything about the employee which influences duties, productivity, conduct on job, cooperativeness, pertinent per your knowledge of employed's overall performance duting the rotin statement which most occurately reflects his level of performance.	rsonal traits or hab	its, portici	ılar timit	ation	s or ta	ilents.	Bas	ed on
1 - Performance in many important respects fails to m 2 - Performance meets most requirements but is defici 3 - Performance clearly meets basic requirements, 4 - Performance clearly exceeds basic requirements, 5 - Performance in every important respect is superior 6 - Performance in every respect is outstanding.	ent in one or more	important (respects.				TING NO.	
ECTION D DESCRIPTION OF								
In the rating boxes below, check (X) the degree to	which each charact	eristic app	lies to !	he em	ploye	9		
Least possible degree 2 - Limited degree 3 - Normal degree 3 - Normal degree 3 - Normal degree 4 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	gree 4 - Above	anecade qu	9100	5 - 0	staten	ding d	agree	
CHARACTERISTICS	••• -	NOT APPLI- CABLE	NOT OB- SERVED	1	2	RATIN 3	6	5
ETS THINGS DONE							X	
ESOURCEFUL							X	
CCEPTS RESPONSIBILITIES .			. 1			X	1	
AN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES			211611			X		
OES HIS JOB BITHOUT STRONG SUPPORT						X		
ACILITATES SMOOTH OPERATION OF HIS OFFICE .	- 1	.X.						
RITES EFFECTIVELY		X	31	\ 3:				
ECURITY CONSCIOUS						X		
HINKS CFEAGEA.							X	
SCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECO			I	47			X	
THER (Specific):		25.5	- MATERIAL VI	i i	,			

FORM 45 00001 EVE BREVIOUS COLVIONS

SEE SECTION "E" ON REVERSE SIDE SECRET

(4)

and the second second	SECRE		
SECTION E NAR	RATIVE DESCRIPTION OF MAN		
Stress strengths and wecknesses	demonstrated in surrent position. In	idicate suggestions made to employee for improvement is a his patent HF FOOW & popularity and the presuming great CTIONS B. C. and D to provide the best basis for dete	of his.
experience or training	, and has shown a marked arge sums of money with i	i villing to accept all responsibility tion for which he had no previous interest in learning all facets of hi leaverrors, and maintains the necessary MAIL ROOM	is
to perform the duties a	assigned him. His lack of	idence in himself and in his ability of assurance and his naivets are	
sometimes disconcerting	to those with whom he d	icals.	
The state of the s	Commence of the second	San San San San San San San San San San	
1. 10 . 3 . 4	1	State of the state	,
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market market and the second of the second o	1 2 3 4 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	and the second second	•	·
	and the second of the second o		
A Section of	Maria de la companya de la companya de la companya de la companya de la companya de la companya de la companya	This report has been prepared in according	d.
		L C P Division standards will	CO 1
ه در در در در در در در در در از در از در در در در در در در در در در در در در	1	recognize the principle of rating the indi-	×.
the second second	and the same of the same of the	idual against the group. Thus an 'averag rating reflects an entirely satisfactory	~
A sea contraction of the contraction	gant to the first of the contract of the contr	performance.	1 .
\$ 6 4 5 TO 1 5 5 4 5 TO 1	Grand Committee and the second	performance.	
		·	
SECTION F	CERTIFICATION AND	COMMENTS	
1	BY EMPLOY		
i cer	tify that I have seen Sections A,	B, C, D and E of this Report.	
DATE	SIGNATURE OF EMPLOYEE		
3 May 1961	James B. Wilcott	(oSigned)	
2.	BY SUPERVI	SOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS PEPORT HAS NOT BEEN SHO	OWN TO EMPLOYEE, GIVE EXPLANATION .	
8			
	IF REPORT IS NOT BEING MADE AT 1		
EMPLOYEE UNDER MY SUPERV	ISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
3 May 1961	<u> </u>	Elwood Martin	
3.	BY REVIEWING OF	FICIAL	
	PLOYEE ABOUT THE SAME EVALUAT	ion.	
	PLOYEE A HIGHER EVALUATION.		
	PLOYEE A LOWER EVALUATION.		
		FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
COMMENTS OF REVIEWING OFFICIAL	•		

Clarence Norment

3 May 1961

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			, -	CRET	, ,	SF 0,18	934	11/	7	KIARI.)			
46	FITN	ESS REPO	RT			€ mi	PLOVE	E SEAL	AL NU	MOER				
SECTION A			GEI	IERAL		-			<u> </u>					
I. NAME (Lost)	(First)	(Middle)	7.7.	2. DATE OF BIR	ŤH	3. 3	EX		4. 05	RADE				
Widcott	James	B	Tr	97 Septem	ber 197	\mathbf{n}	N		_5	-3.				
S. SERVICE DESIGNATI		ON TITLE					FF/DIY	/8R 0	F A38	GNME	NT			
ST	Fiscal, Acco		lerk			100	im't/	Fina	ace/	e/Accts				
9. 3.23	CAREER STAFF STATU	US TYPE OF REPORT									. `			
X NOT ELIGIBLE	MEMBER	DEPEN		- INITIAL		ASSIGNM			-					
PENDING	DECTINED	DENICO		X ANNUAL		ASSIGNM	ENT/ER	PLOY	2.6					
10. DATE REPORT DUE	From	RTING PERIOD	. , 100	SPECIAL (Specif	, (K									
30 April 1960		50 - 31 M		LANCE OF COE	CIEICO									
SECTION B				MANCE OF SPE		-								
manner in which emplo	nost important specific byee parforms EACH s susibilities MUST be re	pocific duty.	Consider	ONLY offective	něšs in pe	riormanc	e of the	at duty	, All'	escrib	yees			
1 - Unsatisfactory	2 - Barely adequat	le 3 - Acc	eptoble	4 - Competent	S - Exce	ilent 6	- Super	ior	7 - 0)utsta	nding			
	Responsible for		RATING	SPECIFIC DUTY	ON ACOR	. 1 (c	onti	aued)	ı	'	RATING			
	attachments, ba													
	onfidential fur		NS	2						1	4			
	processed by A Responsible for			Records Di							RATING			
	expenditure lis		NO.	SPECIFIC DUTY	NO. 8						NO.			
	e expended gene			· ·										
ledger account			1,						,					
	Responsible for	match-	RATING	SPECIFIC DUTY	NO. 6	•				F	ATING			
	ments to the vo		MQ.							- 1	NO.			
and filing. when	n vouchers are	returned												
from Machine Re	ecords Division		4											
SECTION'C	EVALUATION C	F OVERAL	L PERF	ORMANCE IN	CURREN'	T POSIT	HOI							
luties, productivity, co our knowledge of empl	ything about the emplo nduct on job, cooperat loyae's averall perform ccurately reflects his	tivaness, perti nance during l	inent per:	sonal traits or hol	bits, partli	cular limi	itation	or tal	lents,	Base	id on			
2 - Perform 3 - Perform 4 - Perform 5 - Perform	mance in many importer nance meets most requ nance clearly meets be nance clearly exceeds nance in every importe nance in every respect	prements but i usic requireme basic require int respect is	is deficie ents, ements, superior,	erom to end all the	impertant	respect	١,			TING				
ECTION D	••	DESCRIPTI	ON OF 1	THE EMPLOYE	E .									
In the r	ating boxes below, ch	eck (X) the de	egree to s	which each charac	ctoristic a	pplies to	the en	ployee	•					
- Least possible degre	ee 2 Limited de	gree 3 - N	termal de	gree 4 - Above	average o	degree	3 - 0	utetand	<u> </u>					
	CHARACTER	ISTICS			APPLI- CABLE	101 03-		2	3	4	5			
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CES HIS JOB DITHOUT !						<u> </u>	-			_X_	+-			
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CURITY CONSCIOUS					1 ×	 	+							
HINKS CLEARLY .					1					X				
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

SEE SECTION "E" ON REVERSE SIDE
SECRET

(4)

SECTION E . M.	AKKATITE DESCRIPTION OF MANNER	OF JUB PERFURMA	NCE .
work. Give recommendations f	es demonstrated in current position. Indicate or his training. Describe, if appropriate, his lein, if appropriate, ratings given in SECTIO	potential for developmen	it and for assuming greater re-
Subject has a	ccepted a field assignment eff	ective in June.	
and not at all by the way in	to which subject has been assi I conductive to disclosing his which he adapted to Duty No. rform more responsible duties	full potential. 2. it is felt the	However,
training.		TON & WILLIAM O	additional
He las an extra supervision.	remely good attitude toward his	work and respon	nds well to
	•		
45.		•	
	This report has about prepar with the criteria set forth in struction No. 77 which are d	Compiration in-	
6.7	realistic and meaning follows:	we and fair com-	
7. - 1	narisons between the Confidence	co and his fellow	
	workers of Matt. The No.	la or responsibil-	
	ity. La "myerora" raing rai	incts on entirely	· -
:	satisfier of the man in		
SECTION F	CERTIFICATION AND COM	MENTE	·
JECTION P	CERTIFICATION AND COM BY EMPLOYEE	WEN13	<u> </u>
 	ertify that I have seen Sections A, B, C,	D and E of this Renor	1
DATE -	SIGNATURE OF EMPLOYEE		
18 avril 196	o Samo & Willes	The	
2.	BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPL	ANATION
12 Months			
•	IF REPORT IS NOT BEING MADE AT THIS TO	ME, GIVE REASON.	
EMPLOYEE UNDER MY SUPE	VISION LESS THAN 80 DAYS	REPORT MADE WITHIN	LAST BO DAYS
OTHER (Specify):			
DATE '	OFFICIAL TITLE OF SUPERVISOR	1	AME AND SIGNATURE
18 april 1960	C/Voucher Review Unit	Tourse H. Sim	mson
. //	BY REVIEWING OFFICIA		98082
I WOULD HAVE GIVEN THIS E	MPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS E	MPLOTEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS E	MPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVA	LUATIONS. I AM NOT SUPPICIENTLY FAMILIE	IR WITH THE EMPLOYFE	S PERFORMANCE.
OMMENTS OF REVIEWING OFFICE	A.L.		
			`
		/	
4/18/63	OFFICIAL TITLE OF REVIEWING OFFICIAL DE Accounts Branch	TIPED ON PRINTED N	L'ELLENTURE
		100	977

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r i						0).01	CO S	- Water	E 111	FOAT.	E DER	IAL N	ÚMDE!	<u> </u>
	4	FITN	ESS REP	ORT		1.00	We	4-119		125	798		• •	
SECTION A				GEN	HERA	L			L				-	
I. NAME (Lait)		(Piret)	(Middle)			ATE OF 815	TH		3, 38	×	. ,	4. 0	RADE	
Wilcot	t, Jr.	James	B.		27	Sept.	1931		M		<u> </u>		18-5	
S. SERVICE DESIGNATI	ON B. OFF	ICIAL POSIT	ION-TITLE					. 7	7. 8	mpt	Y BA	OF'ABI	HONM	ENT
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		AFF,STATU		<u> </u>		· · · · ·		TYPE						
X NOT ELISIBLE	MEMB			RRED	-	INITIAL		REASSI	-					•
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30 April 1959		From	ER _ 21	Mar 59			.,,		٠.					
SECTION B	`:-	EVALUA	TION OF	PERFOR	MANC	E OF SPI	CIEIC	DUTU	FS					
									-	. 1				h
List up to six of the manner in which emplo with supervisory respo	yee perfor	ms EACH sc	pecific duly	y. Consider	r ONL	Y offactive	ness in	perform	10000	of th	at dut	y. Ail	empl	oyees
1 - Unsatisfactory	2 - Bar	ely adequat	• J-A	cceptable	4 - C	ompetent	5 - E:	cellent	6 -	Supe	rior	7-	Outsto	ending
SPECIFIC DUTY NO. 1				RATING	SPEC	IFIC DUTY	NO. 4							RATIN
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a constitution of the	Car Eva	1'Q 1L		-,	0	i galagi dalah dalah Tabu	. pro-	2000 13	:					,
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pay art allo			٠.	2				•					- 1	4
SPECIFIC DUTY NO. 3				RATING	SPEC	FIC DUTY	NO. 6		` 					RATING
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Chimintaining.	of lear	na nacen	is '	3	Pro	oosoing	of c	heelis	`	•				I_i
SECTION C	EVAL	UATION O	FOYERA	LL PERF	ORM	ANCE IN	CURRE	NT PO	SITI	ОН				
Take into account every duties, productivity, co- your knowledge of empl statement which most ai 1 - Perform	nduct on ja ayee's ove ccurately r	b, cooperativall perform offects his i	veness, pe ance durin level of po	rtinent period the rating rtarmence.	sonal perio	traits or ho	bits, po e rating	rtisular number	limit in th	ation	s or to	spond	Bas	ed on the
3 - Perform 4 - Perform 5 - Perform 6 - Perform	iance clear iance clear iance in ev	s most requiry meets bo ly exceuds ery important ery respect	is outstand pasic require sic require	ments, irements, is superior, ding,				ont rest	ects.				3	
ECTION D	·	below, che		TION OF 1		Arter care described				ha a-				
- Least possible degre		Limited dec		Normal des				-				ding d	00100	
						1	NO		07			RATIN		
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AN MAKE DECISIONS ON	HIS OWN W	HEN NEED	ARISES									::		
S TUCHTIW BOL ZIM 230							-					-:		-
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RITES EPPECTIVELY							-	-	* L V		-		-	
ECURITY CONSCIOUS							+	+				 		
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THER (Specify):													,	
			SEE SECT	NON "E" OF	NREV	ERSE SIL		- named Cr. E						

	AVhen ErPed In)
SECTION	YE NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE
work. Giv	engths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his is recommendations for his training. Describe, if appropriate, his parential for describe the assuming greater re- ties. Amplify as explain, if appropriate, ratings given in SECTIONS 8, C, and D to provide the test basis for determining somel actions.
:0	has littleott is a gamial and cooperative theth. 2(19 mm) liked and ets along while people. In does get his work out in the required time but are stress should be put on accuracy. It is capable of noise efficient work can be is doing at the present time. In does require Reading supervision.
. a:	He does not abuse his leave privileges and as a thole, has a favorable attitude toward his work and the Agency.

SECTION F CERTIFICATION AND COMMENTS BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report. SIGNATURE OF EMPLOYEE BY SUPERVISOR IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. REPORT MADE WITHIN LAST 90 DAYS EMPLOYER UNDER MY SUPERVISION LESS THAN 80 DAYS OTHER (Specify): DATE OFFICIAL TITLE OF SUPERVISOR Harri 10, 1959 Time, Leave, Par Supr. Arm C. Robbins 3. BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. COMMENTS OF REVIEWING OFFICIAL TYPED OR PRINTED YANE AND SIGNATURE

A/C, Staff Employees Accts. Sect. Addie B. Lends

(then Felled In

			(4.44	P (1 ()	<u> </u>	
	-	FITNESS RE	EPORT (F	art I) PERFORM	ANCE	
		<u> </u>	IRSTI	RUCTIONS		
				tions for completing this		,
this evaluation insta where he strengths and winder condition	n'to your su ,atanda with reakireasia; is specified	pervisor end Seni you. Completion It is elso organ in Regulation 20	or officials. of the repoisention polic - 370. It is	express your evaluation. Organisation policy rest can help you preparty that you show Part I of recommended that you see ployer, it must be comply	quires that you info e for a discussion this report to the d the entire form be	orm the subordi- with him of his employer except fore completing
Tersonnel no le	ter than 30	days after the di	ate indicated	in item 8, of Section "	A" below.	
SECTION A.				ERAL.		
1. HAME	(6001)	(First)	'-(Widdle)	2. DATE OF BIRTH	a. sex . a. senv	ICE DESIGNATION
	leott,	James	. В.	8. OFFICIAL POSITION TO	M. M.	SF
3. OFFICE/DIVIS	, 7,					
	ATE REPORT D	nl Division	P. PERIOD (Flecal Acci. Cl	nclusive detect).	
	December		1	sh 1657 - 4 December		
10. TYPE OF REP		1917144		WENT- SUPERIOR	tetcial (Specify))
(Check one)	- 7	ATTUAL .	26433169	went-enreores		
SECTION 8.				ICATION		
NOT:	7: THES REP	ORT HAS	HAS NOT BEEN	SHOWN TO THE INDIVIDUAL	RATED. IF NOT SHOW	N, EXPLAIN WHY
				<u> </u>		
A. CHECK (X) APP		ATEMENTS	•			
X VIBUAL.	********		7 TH 1 8 1 1001 -	10 1401 VI BUAL 18 MA 158 046 5847 TO HIM	TED "1" IN CT ON D. A AA COPY ATTACHED TO	THIS 447047.
THIS REPORT		E COMBINED ÓPINIOS 5.	48 67 MY18L+		AT THE BATED IMPIVED PROFUSE	
X 400 94448655	U	THIS EMPLOYES HE	8 STRENGTHS '		- - روي ودوسي مد	
D. THIS DATE	_ 1	1	/) //	TURE OF SUPERVISOR D. SU		
5 Dec. 195	7	Ben H. Earlon	BenK	Masson Deri	ity Chier, Accou	inting Br.
		L RECORD ANY BU D , TO A BETTER UND		FERENCE OF OPINION WITH This report,	THE SUPERVISOR, OR	ANY OTHER IN-
						1
<u> </u>	•	•	}			٦
		,	ľ	BY	DATE	
		•		15 a 1 1 M	~ 10 Pas?	1 1
			- 1	osted Pos. Control		
		•	R	aviewed by Pot WILD	11/11/57	
_						TTACHED SHEET
I certify that an	y substanti	al difference of	opinion with	the supervisor is reflect	ted in the above sec	tion.
A. THIS DATE				THE PERENTER OF		
:5° Dec: 1357	0'	FFICIAL R. W. C	igandeta (i	MACHANA AL CHIC	f, Accounting B	ranch
SECTION C.		· · · · · · · · · · · · · · · · · · ·	8 PERFORMANC	E EVALUATION // ja		
. RATING ON GENE						
nis duties during	the rating	period. Compare	him OhLY with	eness with which the indi h others doing similer wo nto account leter in Sect	ek st s cimilar leve	
	E\$ NOT PERFO	DAM DUTIES ADEQUAR	TELY: HE IS IS	COMPETENT.		
3. 2 - 941	RELY ADEQUAT	E IN PERFORMANCE:		HAS HAD SPECIFIC GUIDANC	E OR TRAINING, HE OF	TEN FAILS TO
3 - 26	RFORMS MOST			SIONALLY REVEALS SOME AR	EA OF BEAKNESS.	
INSERT S. A.I		S IN A COMPETENT, ANCEL CARRIES OU		NNER. Responsibilities excepti	OMALLY WELL.	
NUMBER 4 PER	AFORMS HIS D	UTLES IN SUCH AN		MANNER THAT HE IS EQUALLE		ONS ENGIN TO
	E SUPERVISOR ;	: '			•	
COMMENTS: Mr.	. Wilcott	is very indu	strious an	I accepts his assig	mments without	hesitation.
		· :				
		: :				

A SERVICES AND ASSESSMENT OF THE SERVICES AND ASSESSMENT OF TH	(then Filled In)
2. BATINGS ON PERFORMANCE OF SPECIFIC WITHS	
DIRECTIONS:	more important SPECIFIC duties but appeal during this rating period wings or unimportant duties.
Place the most apparent freet. In out inc	nore important Sectific duties paragrams curing this rating pers
" " wate bettermence on each specific only cour	tuertus cert attaceratuess to bestationes or significative ones.
c. for supervisors, scility to supervise will	slawks to tated as a shackist-drith(so wet heta as ashacasance to
who supervise a secretary only). d. Compare in your mind, when possible, the	andavidual being rated bith other gorgoroing the seme duty a
I fair the tour of challengers that	4 27 PH 157
Two individuals with the same job title duties.	may be performing different duties. If so, the them on different
f. Be specific. Examples of the kind of duties	that might be rated are: Man-
ORAL BRIEFING	HAS AND USES AREA RNOWLEDGE " HE HENDED LOCAS INTERROGATIONS
GIVING LECTURES CONDUCTING SEMIMARS	DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS FRANSLATES GERMAN
WRITING TECHNICAL REPORTS	WAYAGES PILES DEBRIEFING SHEES
CONDUCTING BETERNAL LIAISON	OPERATES RADIO REEPS RNWS
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	n further if supervisor considers it advisable, e.g., combined b
and phone operation, in the case of a radio)
1 - INCOMPETENT IN THE PERFORMANCE	OF THIS DUTY 6 - PERFORMS THIS DUTY IN AN CUTSTANDING MARK
2 - BARELY ADEQUATE IN THE PERFOR	MANCE OF THIS FOUND IN VERY FEW INDIVIDUALS HOLDING SIM
DESCRIPTIVE DUTY RATING 3 - PERFORMS THIS DUTY ACCEPTABLY	LAR JOBS 7 - EKCELS ANYONE I KNOW IN THE PERFORMANCE
NUMBER 4 - PERFORMS THIS DUTY IN A COMPET	
8 - PERFORMS THIS DUTY IN SUCH A	
THAT HE IS A DISTINCT ASSET ON	
sessing sea set the sounds correspond but	RATING SPACEFIC DUTY NO. 4 ADSISTS in the closing RATIO
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relation to allotment accounting.	4 accounts at close of each fiscal year. 4
sections surv so. 2 Propures current analy-	MATING PRECIFIC OUTY NO. B Mecords liquidations on Party
ais of allotment ledger accounts of un	Number concellations of obligations to indivi-
liquidated obligations.	4 fual allotment accounts. 4
sescione outs so. & Checks and reconciles 1	Biting spaces to out we. & Propures surraries re- MATE
runs of expenditures with those in the	NUMBER quired for reconciliations and duplicate
aliotrent ledger accounting records.	4 allotment records (copies) for forwarding
3. MARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	
	scularly those which affect development on present job.
and a street is very surrous to prove	his esymbilities. Accordingly, he trequently
wash we redivious duties const than	there assigned to lite. he is very sytentive to
and work, is dillend in applying him	salf to the Joe, he is very quiet by nature
	he indulyes in conversation unrelated to his
duties. He is strengting to become b	etter aquainted with government accounting
so has been evidenced by his encolled	ot in an accounting course with the Department
of Agriculture School. He has used g	rest progress in his assigned position in the
Accounting Branch.	
PERTIAN A PULTURE PAR	AUARPUT IAR IN ARRIVITATIAN
	CURRENT JOB IN ORGANIZATION
	ou know about the individualproductivity, conduct in the 100
pertinent personal characteristics or habits, space pere him with others doing similar work of about th	sel defects or telentsand how he fits in with your team. Com
1 - DEFINITELY UNSUITABLE - HE SHOULD BE	
	HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I ANDR NOB
ANY HIS SEPARATION	FAVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY CUTSTANDING TO MAR-
4 - OF THE SAME SUITABILITY AS MOST PEOP	
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For an opportunity to serve in an over	THER POSITION IN THE ORGANIZATION!

QUADRUPLICATE-To Employing Office

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APPOINTMENT AFFIDAVITS

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ONTRAL INTELLIGENCE AGENCY	WASHINGTON, D. C.	
(Department or agency)	(Duresu or division) (Place of employment)	
JAMES BERNARD ATLCOTT, JR.	do solemnly swear (or	affirm) that
A. OATH OF OFFICE		
domestic; that I will bear true faith and	ution of the United States against all enemie allegiance to the same; that I take this observed of evasion; that I will well and faithfully to enter, SO HELP ME GOD.	ligation freely
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY	AND AFFILIATION	
organization that advocates the overthro- United States, or which seeks by force of Constitution of the United States. I do	I do not advocate nor am I knowingly a mow of the constitutional form of the Governor violence to deny other persons their right further swear (or affirm) that I will not of such organization during the period that agency thereof.	nment of the its under the so advocate,
C. AFFIDAVIT AS TO STRIKING AGAINST TH	IE FEDERAL GOVERNMENT	
agency thereof, and I will not so participal States or any agency thereof. I do not as ment of the United States or any agency United States or any agency thereof. I do member of an organization of Government Government of the United States or any a Government of the United States or any a organization.	e against the Government of the United State while an employee of the Government of will not assert the right to strike against the the the Government of th	of the United the Govern- ament of the knowingly a e against the ployee of the
D. AFFIDAVIT AS TO PURCHASE AND SALE O		•
I have not, nor has anyone acting in sideration for or in expectation or hope of	my behalf, given, transferred, promised or preceiving assistance in securing such appoi	oaid any con- ntment.
E. AFFIDAVIT AS TO DECLARATION OF APPO		
The answers given in the Declaration correct.	of Appointee on the reverse of this form	are true and
L ≚arch 1957	1 11/2 4	. V .
(Dete of entrance on duty)	amile B. Willatt (Bigasture of appointme)	<u> </u>
Subscribed and sworn before me this 4th	day of Yarch	A. D. 1957.,
at Maghin_ton, (Chy)	D. C. (State)	*************
[SEAL]	(Signature of officer)	5 632 15 & 161
NOTE that were training to	Appointment Clerk (True)	**

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such motives assurents or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

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To:

Personnel Division

From:

Jomes B. Wilcott, Jr.

Subject: Supplements to personnel records

Please add to my personnel records the attached information concerning my education and recently born child.

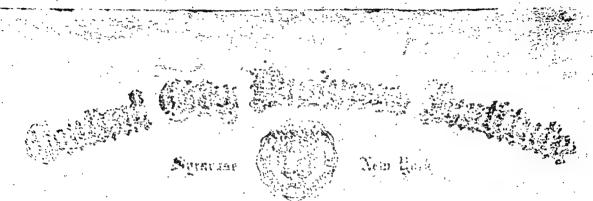
When I submitted my Personnel History Statement with my application for employment I was still attending business school. Therefore, my final transcript and graduation certificate were not included.

The attached auto-stat copies are attached as instructed by Personnel Livision.

Also attached is a copy of my grade report for the lat and 2nd semesters at the U.S. Department of Agriculture

Graduate school for Elementary Federal Government Accounting.

JAMES B WILCOTT JR



Re il Aroson Chat James **A.** Milaiti

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February 27, 1957

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5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE At present taking a course at US Dept of Agr.

Title - Elementary Federal Government Accounting

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ECTION X		A CTOIN		CIAL QUALIFIC	ATIONS					
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POSITION OR TYPE	OF WORK	-								CULAR
EXCLUDING EQUIPMEN	HI GITCH TH	SECTION	E. LIST ANY	SPECIAL SEIL	Federal Govern	LATING T	10 OTH	ER EQUI	PHENT OR	M 4-
National Books						IS AND P	- NOFES	310WIL (UEVICES.	. 10.
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FIRST LICENSE OR C	ENTIFICATE				EST LICENSE OF CE	RIFICAT	E (##1	., 41 14	,	- 1

	(shen filled in)
• [SECTION X CONTINUED FROM PAGE 4
Ì	 LIST ANY SIGNIFICANT PUBLISHED WATERIALS UP WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fection, accentific articles, general interest subjects, novels, short stepses, sec.)
1	None
Ì	8. INCICATE ANY DEVICES WHICH YOU HAVE INSENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
Į	Kone
I	9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
ı	Note
ı	10. LIST ANY PROFESSIONAL, ACADEMIC OR MONOMARY ASSOCIATIONS OR SOCIETIES IN SMICH YOU ARE NOW OR BERE FORMERLY A BENDER. LIST ACADEMIC HONORS YOU MAYE RECEIVED.
1	None
I	SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE
Ī	1. INCLUSIVE DATES (From- and fo-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
1	3/20/57 to 2/15/58 5 Fiscal Div. Accounts Branch
l	supervision None Accounting Clerk
ĺ	6. CESCRIPTION OF OUTLES
ŀ	Fosting of financial transactions to Allotzent Ledgers
<u> </u>	1. INCLUSIVE DATES (From and To-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT 2/15/58 to Present 5 Finance Div. Tax and Compensation Branch
Г	2/15/58 to Present 5 Finance Div. Tax and Compensation Branch
,	SUPERVISION None Payroll Clerk
	Preparation of payroll documents considering base and premium pay and allowances, Maintaining of leave records, Conduct liaison with area division on payroll problems
	Application of Agency pay regulations.
_	1 INCLUSIVE DATES (From- and To-) 2 GRADE 3 OFFICE/DIVISION/ SRANCH OF ASSIGNMENT
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE
3	S. DESCRIPTION OF DUTIES
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5	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE SUPERVISION .
į	8. DESCRIPTION OF DUTIES
İ	. (Use additional pages if required)

			od In ,		
TION XII		LOREN AND OTH			
NUMBER OF CHILDREN (Included and adopted children) who under 21 vers of age, and supporting.	fing otopicalidron are unwarried, are not self-	>	parents, i mid dipeni the im surf	elepparents, sø Frem 100 som All Pomt, om, child	18457 50% DF
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IF WIDOWED, PLACE SPOUSE DIED				DATE	POUSE	DIED
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IF PREVIOUSLY MARRIED, INDICATE NAME	(S) OF SPOUSE, REASON(S) FOR TERMINATION, A	D DATE(S)			
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NAME OF MOTHER (Or female guardian)	THE COUNTY POR		1	TELEPHON		
THAT MEMBER(S) OF YOUR FAMILY IF ANY	CL VOIC DEVINA	PARTITION WITH THE	CCAN Y	ON IF CONT	ACTIS	DF.
SUINED IN AN EMERGENCY.	N43 8224 1020 07 100	34 AFF (EIA 110.) 411. 11	ic onganitari	O CO	AC (15	
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1510 Louissours	המצוק בנוס	i/V				
1510 BRIKKER HEFF USINESS ADDRESS (No., Street, City, Zone, S	(ALE) AND NAME OF EMPL	OYER, IF APPLICABLE	BUSINESS	TELEPHONE	AFXTE	MSION
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THE INDIVIDUAL NAMED ABOVE WITTING	OF YOUR AGENCY AFFIL	IATION? (II "No" give na	me and address o	t organiza-	T	T
on he believes you work for.)				-	YES	<u> </u>
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THIS INDIVIDUAL AUTHORIZED TO MAKE IT, who can make such declared in case of em	DECISIONS ON YOUR BEH	ALF? (II "No" give name	and address of pe	rean, if	¥54	+
y, who can make such decisions in case of om	orgmcy.)	-	Ť		YES	ļ.,
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place why in stom 63					NO	1
he persons named in item 3 above may als	so be notified in case of	emergency. If such noti	fication is not	desirable h		of
ealth or other reasons, please so state in						
	CONTINUED ON R					
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CURRENT	RESIDENCE AND	DEPENDENCY REI	PORT			
						

FORM 61 USE PREVIOU

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	(When Filled In)
	VOLUNTARY ENTRIES
xperience in the handling of en ates the settlement of estate ar a attorney in the event of your di	nplayer emergencies has shown that the absence of certain personal data often delays, and compli- nd financial matters. The information requested in this section may prove very useful to your family sobility or death and will be disclosed only when circumstances warrant.
NOICATE NAME AND ADDRESS'O	AND BANKING INSTITUTIONS WITH WHICH TOO HAVE ACCOUNTS AND
OUNTS ARE CANNIED.	BANK OF HARYLAND
RIVERDALE	1H # 460-1-576
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no man	
MAYE YOU COMPLEYED A LAST	WILL AND TESTAMENT? YES NO. (If "Yes" where to document located?)
HAVE YOU PREPLANNED AN AR	RANGED GUARDIANSMIF OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? give name(a) and address)
بي بي	
HAVE YOU EXECUTED A POWER	OF ATTORNEY? YES NO. (If "Yes", who possess the power of attomor")
40	DITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS
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PART L	-EMPL	OYEE'S S	PÁTEM	ENT		٠,٠,		,			II.—THIS C	
1. NAME (Last, Arst, anddle initial)						9. RETENTION GROUP						
WILCOTT, JAMES BERNARD, JR.				•	27	Sept	. 19	231		10. A. CS	STATUS	YES [] 80
3. LIST THE FOLLOWING INFORMATION CONCERNIN PRIOR TO YOUR PRESENT APPOINTMENT (Do not	G ALL FI	EDERAL A	ND DIS	TRICT					CAH 3V	BIY	PE OF PRESE! CONTMENT	iπ
RAME AND LOCATION OF AGENCY			7.,-	APROVED THE PERSON NAMED IN COLUMN TWENT		THE	11. SERVICE					
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DURING THE FEDERAL SERVICE LISTED IN ITEM 3, I	DID YOU	ACQUIRE	A ren	ANENT	COMPETI	ITIVE C	IVIL SE	RVICE ST	ATUS?	IS REEMPI	LOYMENT RI	SHTS
(If answer it "Yes," in what agency	reze you	em playe	d at th	e time	status w	as acq	uired?]	•	;		S NO	
ARE YOU:	·							 		TE RETEN	_	
A. THE WIFE OF A DISABLED VETERANT YES X NO B. THE MOTHER OF A DECEASED OR DISABLED VETERANT YES X NO C. THE UNREWARRIED BIDDOW OF A VETERANT YES X NO												
TO BE EXECUTED BEFORE A NOTARY PUBLIC OR C I swear (or affirm) that the above state	THER PE	RSONS AL						nd belie	r.		· 1	
<u> и March 1957</u>				-	an	ra		74	HE NATUR	ett	7	
Subscribed and sworn to before me on t	this Lt	h day	of	<u>La</u> MONTH)	rcbo]	1957	<u> </u>	ashin "	rton im	, p. c	(574	(E)
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NSTRUCTIONS: File this form on the permar action lavolved.	ent side	Of 193 6	mpioy	te s Oli	nerat be	ronnei	tolde	r HD:ROGG	ecrety t	SELOSE OI O	iter the peri	OUBEI

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SECURITY APPROVAL

DATE: 20 November 1965

YOUR

REFERENCE: Memorandum dated 18 November 1965

CASE NO.: 109301

TO : Director of Personnel

ATTN

SUBJECT : WILCOTT, James B., Jr.

- 1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- 2. Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

XXX A personal interview is not necessary.

Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn Chief, Personnel Security Division

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, Oren Filled [c])						
STAFF AGENT CLEARANCE						
DATE : 19 April 1965						
YOUR REFERENCE: 32273						
CASE NO. : #109301						
TO : Chief, Contract Personnel Division						
ATTM. : Staff Agents Branch						
SIBLECT: Stillertt, James &						
1. This is to advise that a security clearance is granted for the employment of the Subject as a Staff Agent. GS-07, by DDF/WH in the capacity of						
Fiscal Acct. Asst., at JMYAVE.						
2. If your office should desire at a later date to change the status or use of the Subject, a request to cover any proposed change should be submitted to this office. 3. Unless arrangements are made within 60 days for entrance on duty within 120 days, this Approval becomes invalid.						
h. As a part of entrance on duty processing:						
A personal interview in the Office of Security must be arranged by your office.						
XXX A personal interview is not necessary.						
W. A. Construction of the						

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Waster and our collections



Date: 9 November 1956

O. Chief, Records & Services Division

Your Reference: C-5841 Compt.

Personnel Office FROM: Chief Security Division

Case Number: 109301

Personnel

SUBJECT: WILCOTT, James Bernard, Jr.

1.	This is to	advise you	of	security	action	in	the	subject	case	88	indicated
	below:		•								

I	Security approval	is granted	the subjec	t person	for access	to classified
	information.					

Provisional clearance for full duty with CIA	is granted under the provisions
of Paragraph D of Regulation 10-9 which prov	ides for a temporary appoint-
ment pending completion of full security inv	estigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

2; Unless the subject person enters on duty within 60 days from the above is date, this approval becomes invalid.

Subject is to be polygraphed as part of EOD procedures.

W. M. Spots

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FORM NO. 38-101 FEB 1959